

## **NOAA Records Schedule**

### **Series Chapter: 900**

#### **Facility Security and Safety Files**

Subfunctions described are:

904 Facility Security Files

905 Safety Files

## 904 Facilities Security and Protective Services Records

These records relate to measures taken for the protection of Government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, loss or other criminal activity. See section 905 for files pertaining to personal safety in cases of fire, explosion, or similar occurrences.

### 904-01 Building Identification Credential Files.

Documents pertaining to the issuance of building passes and other credentials including: cards, badges, photographs, and property; visitors' passes.

**Authorized Disposition-** TEMPORARY (GRS 11, Item 4a)  
Destroy credentials 3 months after return to issuing office.

### 904-02 Credential Roster Files.

Receipts, indices, listings, and accountable records.

**Authorized Disposition-** TEMPORARY (GRS 11, Item 4b)  
Destroy after all listed credentials are accounted for.

### 904-03 Key Accountability Files.

Files relating to accountability for keys issued.

a. For areas under maximum security.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 16a)  
Destroy 3 years after turn-in of key.

b. For other areas.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 16b)  
Destroy 6 months after turn-in of key.

### 904-04 Personal Property Loss Ledgers.

Files relating to accountability for personal property lost or stolen.

Ledger files.

Authorized Disposition- TEMPORARY (GRS 18, Item 15a)  
Destroy 3 years after final entry.

**904-05      Personal Property Loss Files.**

Reports, loss statements, receipts, and other documents relating to lost and found articles.

Authorized Disposition- TEMPORARY (GRS 18, Item 15b)  
Destroy when 1 year old.

**904-06      Property Pass Files.**

Files contain property pass files, authorizing removal of property or materials.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 12)

Retention: Destroy 3 months after expiration or revocation.

**904-07      Visitor Control Files.**

Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

a. For areas under maximum security.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 17a)  
Destroy 5 years after final entry or 5 years after date of document, as appropriate.

b. For other areas.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 17b)  
Destroy 2 years after final entry or 2 years after date of document, as appropriate.

**904-08      Guard Assignment Files.**

Files relate to guard assignments and strength.

a. records.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 13a)  
Destroy 3 years after final entry.

b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 13b)  
Destroy when 2 years old.

**904-09** **Guard Service Control Files.**

a. Control center key or code records, emergency call cards, and building record and employee identification cards.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 19a)  
Destroy when superseded or obsolete.

b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 19B)  
Destroy when 1 year old.

c. Automatic machine patrol charts and registers of patrol and alarm services.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 19c)  
Destroy when 1 year old.

**Cross-reference to NOAA Records Series 904-10**

d. Arms distribution sheets, charge records, and receipts.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 19d)  
Destroy 3 months after return of arms.

**Cross-reference to NOAA Records Series 904-10**

**904-10** **Arms Control Files.**

Documents relating to the control of arms distribution, including charge records and receipts.

**Authorized Disposition-** TEMPORARY  
Destroy 3 months after return of arms.

**904-11      Facilities Checks Files.**

Files relating to periodic guard force facility checks.

a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).

**Authorized Disposition-**                      TEMPORARY                      (GRS 18, Item 18a)  
Destroy when 1 year old.

b. Reports of routine after-hours security checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this schedule.

**Authorized Disposition-**                      TEMPORARY                      (GRS 18, Item 18b)  
Destroy when 1 month old.

**904-12      Survey and Inspection Files. (privately owned facilities).**

Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.

**Authorized Disposition-**                      TEMPORARY                      (GRS 1 Item 10)  
Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.

**Cross-reference to NOAA Records Series 904-15, item 2.**

**904-13      Police Functions Files.**

These records contain files relating to exercise of police functions.

a. Ledger records of arrest, cars ticketed, and outside police contacts.

**Authorized Disposition-**                      TEMPORARY                      (GRS 18, Item 14a)  
Destroy 3 years after final entry.

b. Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations.

**Authorized Disposition-**                      TEMPORARY                      (GRS 18, Item 14b)  
Destroy when 2 years old.

c. Reports on contact of outside police with building occupants.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 14c)  
Destroy when 1 year old.

**904-14      Logs and Registers.**

Guard logs and registers not covered elsewhere in this schedule.

a. Central guard office master logs.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 20a)  
Destroy 2 years after final entry.

b. Individual guard post logs of occurrences entered in master logs.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 20b)  
Destroy 1 year after final entry.

**904-15      Survey and Inspection Files (Government owned Facilities).**

Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 9)  
Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.

**904-16      Security and Protective Services Administrative Correspondence Files.**

[See note after this item.]

Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.

**Authorized Disposition-** TEMPORARY (GRS 18, Item 8)  
Destroy when 2 years old.

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for security and protective services programs.]

**904-17**

**Investigative Files.**

Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.

**Authorized Disposition: (GRS 18, Item 11)**

Retention: Destroy when 2 years old.

**Cross-reference to NOAA Records Series 904-05**

## **905 Safety Files**

These files relate to programs to promote the safety of personnel and property, and reports and investigations resulting from accidents or reports of potential accidents. Not included among these files are driver's test (see 1003-09), diving program records (see 1805), or environment and energy matters (see specific subfunction for these files).

### **905-01      Safety Program Structure Files.**

These documents relate to the establishment of a structure within NOAA for the operation of a safety program, including designations of safety representatives, loss control officers, self-protection personnel, and related positions.

**Authorized Disposition-**                      To be Determined  
Retain documents until a disposition schedule is issued.

### **905-02      Safety Councils and Committees.**

These files contain documents relating to the operation of safety councils or similar organizations within NOAA. See 100-19 for files pertaining to participation in interagency committees.

**Authorized Disposition-**                      To be Determined  
Retain documents until a disposition schedule is issued.

### **905-03      Interagency Liaison Files.**

These files relate to coordination documents with agencies outside of NOAA on Safety matters, including OSHA. See 100-19 for official interagency agreements.

**Authorized Disposition-**                      To be Determined  
Retain documents until a disposition schedule is issued.

### **905-04      Civil Preparedness Files.**

Documents relating to coordination with civil preparedness program in event of emergencies.

**Authorized Disposition-**                      To be Determined  
Retain documents until a disposition schedule is issued.



905-05

**Evacuation and Emergency Plan Files.**

Records accumulated from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions.

a. Emergency Planning Administrative Correspondence Files. [See note after this item.]

Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.

**Authorized Disposition-**                      **TEMPORARY**                      (GRS-18, Item 26)  
Destroy when 2 years old.

[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for emergency programs.]

b. Emergency Planning Case Files. [See notes after this item.]

Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.

**Authorized Disposition-**                      **TEMPORARY**                      (GRS-18, Item 27)  
Destroy 3 years after issuance of a new plan or directive.

[NOTES: (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives of the United States by submission of an SF 115 to NARA. (2) Emergency planning reports of operations test consisting of consolidated or comprehensive reports reflecting agency wide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives of the United States by submission of an SF 115. (NC1-GRS-81-1 item 1a)]

c. Emergency Operations Tests Files.

Files accumulated from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.

**Authorized Disposition-** TEMPORARY (GRS-18, Item 28)  
Destroy 3 years old.

**905-06      Accident and Fire Prevention Files.**

Documents relating to programs to prevent accidents and fires, and not otherwise described in this subfunction. See 100-03 for formal regulations issued on safety procedures or techniques.

**Authorized Disposition-** To be Determined  
Retain documents until a disposition schedule is issued.

**905-07      Promotional Campaign Files.**

Documents relating to programs to promote safety and the prevention of accidents and fires.

**Authorized Disposition-** TEMPORARY  
Cut off at end of calendar year when created. Destroy 2 years later.

**905-08      Safety Drill Files.**

Documents relating to the scheduling and conduct of safety drills, such as for fires.

**Authorized Disposition-** To be Determined  
Retain documents until a disposition schedule is issued.

**905-09      Safety Survey Files.**

Surveys and checks of facilities, equipment, etc., for general or specific safety problem and the resulting reports. Does not include safety checks conducted in response to safety complaints (see 905-10 below).

**Authorized Disposition-** TEMPORARY  
Cut off at end of calendar year when created. Destroy 3 years later or upon discontinuance of facility, whichever is sooner.

**905-10      Safety Complaint Files.**

Complaints from personnel on potential safety hazards, and resulting investigations and reports.

**Authorized Disposition-** TEMPORARY  
Cut off at end of calendar year when created. Destroy 3 years later or upon discontinuance of facility, whichever is sooner.

**905-11      Eye Exam Files.**

Documents relating to eye exams for individuals using laser equipment, serving as a precaution against damage and future claims.

**Authorized Disposition-**                      TEMPORARY  
Cut off at end of calendar year when created. Destroy 6 years later.

**905-12      Safety Study Files.**

Special studies conducted on safety hazards or problems, and recommended solutions.

**Authorized Disposition-**                      TEMPORARY  
Cut off at end of calendar year when created. Destroy 15 years later unless the study is published, in which case written material may be destroyed 1 year after publication.

**905-13      Individual Accident Report.**

Accident reports filed as a result of personal injury, property damage, motor vehicle accident, or similar incident. These files may be subdivided by type of accident. Protect as a Privacy Act record.

**Authorized Disposition-**                      TEMPORARY  
Cut off at end of calendar year when created. Destroy 5 years later as a Privacy Act Record.

**905-14      General Accident and Safety Report Files.**

Reports sent to DOC or OSHA on accident statistics, safety activities, or other general information. These reports do not include productivity, space, or annual reports filed within NOAA.

**Authorized Disposition-**                      To be Determined  
Retain documents until a disposition schedule is issued.

**905-15      Data Bank Files.**

Data bank maintained on accident statistics or causes.

**Authorized Disposition-**                      To be Determined  
Retain documents until a disposition schedule is issued.

**905-16      Safety Training Files.**

Training given to general or specific groups on safety techniques or procedures.  
See 905-07 for promotional programs.

**Authorized Disposition-**                      To be Determined  
Retain documents until a disposition schedule is issued.

**905-17      Safety Equipment and Clothing Review Files.**

Documents relating to the review of requests to purchase or be reimbursed for the purchase of equipment or clothing (such as safety shoes) needed for safety purposes.

**Authorized Disposition-**                      To be Determined  
Retain documents until a disposition schedule is issued.

**905-18      Accident and Illness Reporting, Investigating, and Analysis Records.**

(1) CA-1, Federal Employee's Notice of Traumatic Injury, and CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation.

(2) Other records pertaining to accident and illness reporting, including reports of accidents, investigations, regular, periodic and follow-up reports, not covered elsewhere in this Schedule.

**Authorized Disposition-**                      **TEMPORARY**                      (GRS-1, Item 32)  
Retention: All Offices: Destroy 5 years following the end of calendar year to which they apply.

Retention: All Offices: Destroy when 5 years old.

**905-19      Occupational Injury and Illness Files.**

Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.

**Authorized Disposition-**                      **TEMPORARY**                      (GRS 1, Item 34)  
(N1-GRS-87-6 item 35)  
Destroy when 5 years old.

*For any disposition listed as **To be Determined**, the functional office/RLO must request disposition authorization by completing Form SF-115 and submitting the completed Form SF-115 to the NOAA Records Officer for clearance/transmittal to NARA for review and approval. Any other files maintained by the office that are not listed above must follow the same process, unless they are listed under Chapter 100 or 200 in the Records Disposition Handbook. Chapter 100 and 200 are applicable to all NOAA employees/offices.*